

CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Adopt Resolution Approving Fee Schedule For Services Provided By The City Clerk's Office

MEETING DATE: December 19, 2001

PREPARED BY: City Clerk

RECOMMENDED ACTION: That the City Council adopt a resolution approving the fee schedule for certain services provided by the City Clerk's Office.

BACKGROUND INFORMATION: Fees for City Clerk services were last established in 1978, which included subscription fees for the Lodi City Council agendas, minutes, and Lodi Municipal Code supplements. The demand for and scope of services has increased, as well as the costs to provide these services. It is recommended that the attached fee schedule be approved, which will enable the City Clerk's Office to recapture the actual cost of its services. In order to ensure that the fee schedule remains current, the fees are proposed to be set at the "current postage rate" or "current market rate" as appropriate.

REMINDER:

Pursuant to Government Code §54954.2 and 54956 agendas are posted at least 72 hours before regular meetings; and at least 24 hours before special meetings. All City Council agendas are made available free of cost to the public and are accessible at the following locations:

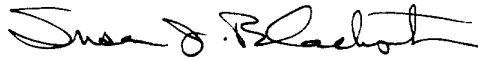
- City Clerk's Office, City Hall, 2nd Floor, 221 W. Pine Street, Lodi
- Carnegie Forum, 305 W. Pine Street, Lodi (southeast entrance, ground level)
- City Hall, 1st Floor lobby entrance, 221 W. Pine Street, Lodi
- Lodi Public Library, 201 W. Locust Street, Lodi

The entire City Council meeting packet is made available for review by the public at the City Clerk's Office and the Lodi Public Library. In accordance with Government Code §54953.5(b) inspection of tape recordings are provided without charge on a tape player made available by the City Clerk's Office.

INTERNET – The following documents are located at www.lodi.gov 1) Directory 2) City Clerk's Office:

- City Council Agendas
- City Council Minutes
- Lodi Municipal Code
- Public Records (access to Fortis electronic records program)

FUNDING: None required.


Susan J. Blackston
City Clerk

SJB/jmp

APPROVED:

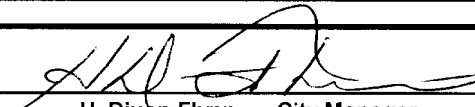

H. Dixon Flynn -- City Manager

EXHIBIT A

FEES FOR SERVICES PROVIDED BY THE CITY CLERK'S OFFICE		
Description	Current Fee	Recommended Fee
<u>Annual Subscription</u> City Council Regular, Special, and Shirtsleeve Session Agendas (Based on 24 regular City Council meetings + an estimated 10 special Council meetings + 26 Shirtsleeve Session agenda mailings)	\$ 7.50 per year	Current postage rate x 60 mailings* (e.g. \$0.34 x 60 = \$20.00)
<u>Annual Subscription</u> City Council Minutes (Based on 24 mailings of City Council Regular, Special, and Shirtsleeve Session minutes) NOTE: Minutes are mailed following Council approval and are typically at least 2 oz. due to the number of pages.	\$ 12.50 per year	Current postage rate X 24 mailings* (e.g. \$0.68 x 24 = \$16.00)
City Council Meeting Packet Subscription (Based on an average 125 page packet x \$0.10 per page)	No fee established	\$ 12.50 per packet <u>OR</u> \$300.00 per year <u>PLUS</u> Current postage rate <u>if mailed</u>
Photocopy Charges	\$ 0.10 per page	\$ 0.10 per page (current Citywide rate)
Copy of City Council Meeting Audio Cassette	No fee established	\$ 3.00* per audio cassette (or current market price)
Lodi Municipal Code Supplements Subscription	\$ 10.00 per supplement	\$ 0.10 per page <u>PLUS</u> Current postage rate <u>if mailed</u>
*NOTE: Figures will be rounded to the nearest dollar		

RESOLUTION NO. 2001-296

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING FEE SCHEDULE FOR SERVICES
PROVIDED BY THE CITY CLERK'S OFFICE

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WHEREAS, in 1978, a schedule of fees were established to cover the costs of providing subscription services for the City Council meeting agendas, minutes, and Lodi Municipal Code supplements; and

WHEREAS, the demand for and scope of services has increased, as well as the costs to provide these services; and

WHEREAS, staff recommends that the Fee Schedule be approved, enabling the City Clerk's office to recapture the actual cost of the services; and

WHEREAS, staff also recommends that in order to keep the Fee Schedule current, that whenever the postal rate is changed by the U. S. Postal Service, that the Schedule be updated automatically to reflect the change.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Lodi hereby approves the Fee Schedule for services provided by the City Clerk's Office as shown on Exhibit A attached; and

BE IT FURTHER RESOLVED, that the Fee Schedule be changed automatically each time the postal rate is changed by the U. S. Postal Service.

Dated: December 19, 2001

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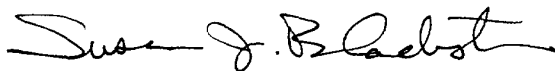
I hereby certify that Resolution No. 2001-296 was passed and adopted by the Lodi City Council in a regular meeting held December 19, 2001 by the following vote:

AYES: COUNCIL MEMBERS – Hitchcock, Howard, Land, Nakanishi,
and Mayor Pennino

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None



SUSAN J. BLACKSTON
City Clerk

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